



**MONTANA DEPARTMENT OF NATURAL RESOURCES AND  
CONSERVATION**

**STATEWIDE  
WOODY BIOMASS UTILIZATION  
GRANT**

**ANNOUNCEMENT AND REQUEST FOR PROPOSALS (RFP)**

**RELEASE DATE: JULY 8, 2010**

**SUBMISSION DEADLINE:  
AUGUST 12, 2010  
5:00 PM**

**PROPOSALS MUST BE DELIVERED AND IN-HAND TO:**

**Forestry Division Headquarters Office of  
Montana Department of Natural Resources and Conservation  
at 2705 Spurgin Rd. Missoula, MT 59804-3199  
Attention: Julie Kies**

## INTENT OF STATEWIDE WOODY BIOMASS UTILIZATION GRANTS:

The intent of the DNRC Statewide Woody Biomass Utilization Grants is to support increased use of woody biomass for diversification of forest-products markets in Montana. This is accomplished in part through providing financial assistance to public and private entities engaged in viable forest biomass market development, utilization and expansion opportunities. The anticipated results of this grant program are: (1) increased utilization of otherwise low-valued woody biomass, (2) jobs retained in the wood products industry, (3) a more diversified forest product market, (4) enhanced economic development opportunities, (5) reduced cost of treating wildland fire hazardous fuels, (6) improved forest conditions, and (7) reduced air emissions from open slash-pile burning.

## ELIGIBLE APPLICANTS

Minimum eligibility criteria for grant recipients:

- 1) Eligible applicants are local governments, school districts, communities, non-profit organizations, private businesses and for-profit entities.
- 2) Expenditures for projects funded by the DNRC Statewide Woody Biomass Utilization Grant program must commence immediately after grants are awarded, and **project costs associated with this grant award must be incurred and invoiced to the DNRC by March 31, 2011.**

## ELIGIBLE ACTIVITIES

Eligible Project Activity Categories are:

- 1) Equipment and Construction. Purchase of equipment and construction costs associated with woody biomass utilization and/or woody biomass energy projects.
- 2) Pre-Construction. Assist with pre-construction project costs such as planning, design and permitting of woody biomass utilization and/or woody biomass energy projects.
- 3) Feasibility Study. Conduct a study to determine technical and economic feasibility of woody biomass utilization and/or woody biomass energy project.

*Note: Public and non-profit facilities seeking funding assistance for biomass energy feasibility assessments may work directly with the DNRC Fuels for Schools and Beyond Program to receive a pre-feasibility study at no-cost, and do not need to apply for this grant, but should contact Julie Kies with DNRC directly.*

# EVALUATION CRITERIA AND SELECTION PROCEDURES

Awards will be prioritized based upon the following criteria, listed in order from greatest to least weighting:

- 1) Proposed projects must demonstrate ability to incur and invoice the DNRC for project expenditures prior to March 31, 2011. Proposals without this ability will not be further reviewed.
- 2) Project Activity Category. Higher priority will be given to projects that are closer to development and construction, with next priority to projects in stages of pre-construction, and lesser priority to feasibility studies.
- 3) Amount of biomass estimated to be utilized annually by proposed project. Projects that will utilize a larger amount of woody biomass will be weighted higher.
- 4) Ability to demonstrate technical strength of proposed project including:
  - a) project design,
  - b) reasonable time schedule of identified tasks and/or deliverables,
  - c) financial feasibility including a realistic budget and timeframe, and
  - d) strength of qualifications and capability of project managers, partners and consultants.
- 5) Amount of cost-share match applied to the project. Applicants must prove a minimum of a 10% non-federal cost-share match of the total project costs that are directly related to activities under this grant proposal. Cost-share must be from non-federal sources and can include cash or in-kind contributions. Applicants demonstrating ability to contribute more than the minimum match will be weighted higher.
- 6) Result in resource and/or public benefits.

Proposals will be reviewed and prioritized collaboratively by a committee which will include, but is not limited to, representatives from the DNRC and USDA Forest Service. The proposal selection committee will evaluate each criterion independently, rating and scoring each criteria response. If two or more projects receive equal scores, committee members will jointly discuss their evaluations and a consensus will be reached as to which project(s) receive funding.

## SUBMISSION GUIDELINES

Proposal packages must contain information addressing the 6 evaluation criteria above.

Please read **the entire packet** before preparing and submitting your proposal. Be sure that you include all necessary information in the body of your proposal, not in cover letters or letters of support.

- ❑ Limit grant application package to eight (8) single-sided pages, 12 pt font, including Application Summary Cover Page (Attachment 1).
- ❑ Additional addendums of pertinent information such as letters of support and financial spreadsheets may be included in addition to the 8 page limit. Pertinent letters of support will improve scoring.
- ❑ The original and two (2) copies of the proposal must be submitted.

- ❑ Please do not use special covers or binders.

Proposals must be delivered and in-hand to DNRC no later than 5:00 p.m. on August 12, 2010 at this address: **DNRC- Forestry Division Office, 2705 Spurgin Rd., Missoula MT 59804-3199, Attention: Julie Kies.**

## **FUNDING GUIDELINES**

Upon award, the DNRC will provide grant payments on a cost-reimbursement basis. The DNRC reserves the right to offer a different grant amount than proposed by applicants. Funding amounts may vary due to the number and quality of applications received. The DNRC anticipates awarding up to a total of \$300,000 for funding of one or more projects. Contingent upon fund availability, DNRC may award more than \$300,000.

All awards from this grant program will be considered final awards to the project(s) selected. If project costs increase beyond those projected at the time of the grant award, the grantee is responsible for finding additional funding from sources outside this grant program.

## **LEGAL AUTHORITY**

The DNRC Biomass Utilization Program and related activities, including this Request for Proposals, are authorized by Montana Code Annotated, sections 18-4-304, 76-13-104, and 76-13-702.

Funding for the grants is provided under authority of the 2006 Consolidated Appropriation Act, Public Law 109-54 and is awarded under Federal Grant #06-DG-11010000-015, FY07 Fuels for Schools; and the Catalog of Federal Domestic Assistance Number is 10.672.

## **FUNDING NOTIFICATION AND GRANT AWARD**

Successful applicants will be announced in mid-September 2010. DNRC anticipates signing agreements with awardees by early October 2010. Successful applicants must incur and invoice all expenditures related to this grant award by no later than March 31, 2011. Applicants must consult with the DNRC before incurring any expenses, as pre-award costs are not allowed without written approval from DNRC.

In accordance with Montana Code Annotated section 49-3-207, the grantee agrees that the hiring of persons to perform work on any project funded by a grant award will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing work on the project.

## CONTACTS

For further information in completing your grant application, please contact the Montana Department of Natural Resources and Conservation contacts listed below:

Julie Kies  
Biomass Utilization Program, DNRC  
2705 Spurgin Road  
Missoula, MT 59804-3199  
Phone: (406) 542-4280  
[jkies@mt.gov](mailto:jkies@mt.gov)

Linda Holtom  
Grants and Agreements Specialist, DNRC  
2705 Spurgin Road  
Missoula, MT 59804-3199  
Phone: (406) 542-4205  
[lholtom@mt.gov](mailto:lholtom@mt.gov)

**Attachment 1**

**Montana Department of Natural Resources and Conservation**

**Statewide Woody Biomass Utilization Grant**

**Application Summary Cover Page**

Applicant Information

Name of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

.....  
Type of Entity (Check one)

Public \_\_\_\_\_

Private \_\_\_\_\_

.....  
Project Information

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description (Brief 2 sentences describing scope of proposed project):

Project Activity Category:

Equipment and Construction \_\_\_\_\_

Pre-Construction \_\_\_\_\_

Feasibility Study \_\_\_\_\_

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Grant Amount Requested \_\_ \$ \_\_\_\_\_